

MLML Emergency Response Plan

El Norte Facility - 7544 Sandholdt Road

DATE: July 8, 2005

Emergency Response Coordinator: Autumn Bonnema
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Resident Caretaker- William Cochran 831.750.9570
MLML Administration Office: 831.771.4400
MLML Director – Kenneth Coale: 771.4406 ph./ 750.9562 mobile
Facilities Supervisor – Barry Giles: 771.4407 ph./ 750.2644 mobile
Health and Safety Officer – Jocelyn Douglas 771.4451 ph/ 750.9563 mobile

Building Directory (Area Code 831)
 (Not all-inclusive)

James Novak	771.4126
Jason Smith	771.4126
Autumn Bonnema	771.4175
Mark Stephenson	771.4177
Laura Park	771.4180
Rusty Fairey	771.4161
Jon Goetzl	771.4160
Gary Ichikawa	771.4162
Cassandra Lamerdin	771.4163
Scott Benson	771.4154
Andrew Devogelaire - MBNMS	771.4151
Dr. James Nybakken	771.4149
Student Offices- Environmental Biotechnology Research Group	771.4125
Habitat Center -upstairs – Dr. Gary Greene	771.4140
William Cochran - Caretaker	831.750.9570

Site Description and Utility Shutoffs

The El Norte main building houses research laboratories, offices and recently completed newly renovated laboratories and offices on the west side of the building. Outbuildings include the blockhouse storeroom and apartment (caretaker), and storage buildings (Surf Shop, trailer containers and smaller sheds). Water is supplied to the main building and caretaker residence only. Fish and Game boats are parked adjacent to the parking lot. The main water shutoff valve is located on the north side of the main building (see site plan). The main gas shutoff valve is located adjacent to the water shutoff on the north side of the main building. The building is plumbed for gas. Electrical circuit breaker panels exist for each building. The Electrical Room in the main building contains master circuit breakers for the entire property.

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Additional circuit breakers service the MLML trailers and the Surf Shop. Breakers are located as follows (see map for exact location):

Main Building	Electrical Room in the center of the building
MLML Trailers	Southeast corner of El Norte Property
Surf Shop (Haz. Mat. Storage)	West side of the shack
Blockhouse	Electrical Room in the center of the building

Emergency Assembly Point – Main parking lot at east end of Main Building, adjacent to Sandholdt Rd.

Emergency Access – Emergency access keys – *For Fire Officials Only*- are located in a knox-box on the entrance sign at El Norte Facility.

Fire Detection

A fire alarm system has been installed with pull down alarms at all exits. Century Alarm System maintains the system. It does not alert the Fire Department directly, only the call center. However, Fire professionals will be called if Century Alarm Company cannot contact MLML.

Fire Suppression

A water suppression system is plumbed throughout the building. Small fire extinguishers are located strategically throughout the main building. Refer to the site map for specific details.

Emergency Equipment

Fire extinguishers are located strategically throughout the main building at each exit and in other critical areas. Refer to the site map for specific details.

Emergency showers are centrally located in hallways and within two laboratories. Eyewashes or drench hose/eyewash combinations are located in each laboratory. A chemical spill kit is located in the Chemical Storage Room of the Environmental Biotechnology Laboratory, as well as in laboratories in the new Fish and Game/Marine Pollution Studies laboratories wing. It contains protective clothing (respirator, goggles, face shield, gloves, smock); spill absorbing pillows, dams, towels and loose granules, and neutralizing agents for caustic substances (acids and bases)

A First Aid kit is located near the sink in the front lobby of the building, as well as in the lavatory in the F&G end of the building.

Emergency Response Personnel

Emergency Response Coordinator – Autumn Bonnema

Duties: Perform quick sweep of building upon evacuation, supervise assembly of personnel at emergency evacuation site, perform roll call and identify missing personnel, communicate with MLML Main Emergency Response Coordinator, call emergency professionals (fire, police, paramedics) via 911.

Alternate Coordinators – G. Jason Smith, William Cochran,

Duties: Shut off water, power and gas mains if possible and as necessary. Sweep building en route to performing these functions. Meet at Emergency Assembly area

Alternates and ERT members will sweep building en route to Emergency Assembly Area ensuring all persons know to evacuate and reporting any pertinent information to ERC.

Alternate Emergency Response Coordinators

G. Jason Smith

Mark Stephenson

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Additional Emergency Response Team Members

Rusty Fairey
John Goetzl

Emergency Response Procedures

Fire – Alert people in the area and activate alarm or call 911. Use fire extinguisher if fire is small and you can maintain a safe exit. Evacuate building in case of major fires and close doors behind you to contain the fire. Follow instructions of the Emergency Response Coordinator and assist as necessary.

Earthquake – Evacuate the building through the nearest safe exit and assemble at the emergency assembly point. Avoid down wires and falling debris from buildings. Follow instructions of the Emergency Response Coordinator.

Medical Emergency – Call 911 for medical attention. If you are assisting an emergency victim who is conscious, inquire as to the nature of the problem. Carefully place unconscious victim on the floor. Remove to a safer place only if necessary. Determine if victim is breathing, has a heartbeat or is bleeding. Call 911 and request a Paramedic. If trained in first aid, maintain airway, perform CPR and stop bleeding as necessary until Paramedics arrive.

Hazardous Material Spill – Alert people in the immediate area. If spill is minor and you are capable of cleaning it up, don suitable protective equipment, contain the spill and absorb it with appropriate material from the spill kit. Place contaminated material in appropriate container, label it and store it as hazardous material. In case of major spill, alert people and evacuate the laboratory. If spill is flammable, turn off ignition and heat sources. Close doors to affected area and post with warning signs. Call 911 and the MLML Health and Safety Officer (Tel. 771.4451; mobile: 750.9563). In case of skin contamination, flush affected area with water and remove contaminated clothing. In case of eye contamination, flush with water for at least 15 minutes. Seek medical attention by calling 911 if necessary.

Power Failure – Safely depart darkened areas to a safe location. Evacuate the building if necessary.

Hostility – Avoid confrontation, do not escalate the situation. Leave if you can do so safely, call 911 and request emergency response teams (police, paramedics, firefighters) as necessary.

Emergency Communications

Call 911 to report any emergency (fire, medical emergency, hostility)

Call 771-4400 (Main Lab number) and report the emergency to MLML Administration

Maintain communication with 911 and MLML Administration as necessary